

PLANNING COMMISSION

ACTION MINUTES

TUESDAY, JUNE 15, 2004

Chair Gibson called the meeting to order at 7:00 p.m. at the Twin Pines Senior and Community Center.

1. ROLL CALL:

Present, Commissioners: Gibson, Parsons, Frautschi, Dickenson, Long, Wozniak, Horton

Absent, Commissioners: None

Present, Staff: Community Development Director Ewing (CDD), Principal Planner de Melo (PP), Associate Planner Swan (AP), City Attorney Savaree (CA), Recording Secretary Flores (RS)

2. AGENDA AMENDMENTS: None

3. COMMUNITY FORUM (Public Comments): None

4. CONSENT CALENDAR:

4A. Planning Commission Minutes 5/18/04

MOTION: By Commissioner Frautschi, second by Commissioner Dickenson, to accept the Minutes of Tuesday, May 18, 2004 as presented.

Ayes: Frautschi, Dickenson, Long, Horton, Wozniak, Parsons, Gibson

Noes: None

Motion passed 7/0

5. OLD BUSINESS:

5A. 1220 North Road – Final Landscape Plan

AP Swan briefly summarized the staff memorandum recommending approval of the revised Landscape Plan.

MOTION: By Vice Chair Parsons, seconded by Commissioner Long, approving the Final Landscape Plan for 1220 North Road (Appl. No. 03-0104).

Ayes: Parsons, Long, Frautschi, Dickenson, Horton, Wozniak, Gibson,

Noes: None

Motion passed 7/0

Commissioner Frautschi commented that he felt this was a wonderful landscape plan, and that the plant list for this site could be used as a resource for future projects.

5B. 2825 Newlands Avenue – Final Landscape Plan

PP de Melo summarized the staff memorandum, recommending Commission approval of the proposed Landscape Plan.

Commissioner Frautschi questioned staff about the lack of a mitigation requirement for a tree to lessen the impact of the bulk of the building. PP de Melo responded that he had reviewed the minutes of the March 16, 2004 meeting and there was no specific condition or wording relative to requiring a street tree for this project.

MOTION: By Commissioner Long, seconded by Commissioner Horton, approving the final landscape plan for 2825 Newlands Avenue (Appl. No. 03-0114).

Ayes: Long, Horton, Dickenson, Wozniak, Parsons, Gibson

Noes: Frautschi

Motion passed 6/1

5C. 1604 Valley View Avenue – Final Landscape Plan

AP Swan summarized the staff memorandum, recommending approval of the Landscape Plan as proposed and a recommendation in favor of Council approval of the Encroachment Permit.

MOTION: By Commissioner Frautschi, seconded by Vice Chair Parsons, that the Commission accept the Final Landscape Plan for Appl. No. 04-0003 at 1604 Valley View Avenue.

Ayes: Frautschi, Parsons, Dickenson, Long, Horton, Wozniak, Gibson

Noes: None

Motion passed 7/0

5D. 905 South Road – Single Family Design Review and Variance

See attached Verbatim Transcript of this item. Staff will prepare a resolution of denial for Commission's review at the next meeting.

6. REPORTS, STUDIES, UPDATES AND COMMENTS

6A. Determination of Planning Commission Summer Schedule

PP de Melo asked for a decision relative to any potential cancellation of a summer meeting of the Commission. It was agreed that the August 3rd meeting would be cancelled.

6B. Other Items

C Dickenson wanted to publicly applaud Spiteri's Auto Service of Old County Road in Belmont for their receipt of a AAA award designating their shop as a model shop according to the EPA.

C Dickenson extended his thanks to Joe Cyr for the work that he had given the City and wanted it on the record that he appreciated him and wished him the best. Chair Gibson asked that CDD Ewing communicate to Joe that the sentiment is unanimous. CDD Ewing invited Commissioners to drop by the 2nd floor conference room for cake and coffee in Joe's honor at 4:00 on his last day, June 25th, and VC Parsons added that interested Commissioners are invited to join him and Joe for lunch on June 24th.

C Frautschi stated that the Public Works Department has not yet trimmed the bushes at 1515 Folger Drive.

C Frautschi asked that the Code Enforcement Officer investigate the car repair activities at 1572 Notre Dame.

C Frautschi noted that there appears to be construction activity at 1755 Terrace Drive. PP de Melo confirmed that no permits have been issued by CDD for that site.

Responding to C Long's question, CDD Ewing stated that instances of code enforcement calls are up, in part because people may now call in anonymously. The Code Enforcement Officer will make a formal report to Council in September, six months after initiation of the program.

7. PLANNING COMMISSION LIAISON TO CITY COUNCIL MEETING OF TUESDAY, JUNE 22, 2004.

Liaison: Commissioner Wozniak

Alternate Liaison: Chair Gibson

CDD Ewing noted that the question was raised at the last meeting as to whether a Planning Commission liaison is needed or appropriate at every Council meeting. The question was posed to the Mayor and Vice Mayor and their response was that it is not necessary to have a designee at every meeting but it would be helpful to have someone in attendance when there is a specific Commission action item that is before the Council, either an appeal or a formal recommendation. It was agreed that the Commission will continue to designate a liaison and alternate liaison, and the designee will be responsible to check the Council Agenda to determine if he or she needs to attend the meeting.

8. ADJOURNMENT:

The meeting adjourned at 8:15 p.m. to a regular meeting on July 6, 2004 at 7:00 p.m. at Twin Pines Senior and Community Center.

Craig A. Ewing, AICP

Planning Commission Secretary

Audiotapes of Planning Commission Meetings are available for review

in the Community Development Department

Please call (650) 595-7416 to schedule an appointment.